



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 1.3.41	Subject: EMPLOYEE DRESS, UNIFORM AND HYGIENE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3
Section 3: Personnel	Revision Date: Mar. 1, 2002
Signature: /s/ Bill Slaughter	Effective Date: May 1, 1997

I. POLICY:

It is the policy of the Department of Corrections that all employees will wear appropriate clothing and maintain a neat and clean appearance appropriate to their specific duties.

II. IMPLEMENTATION:

This policy was revised on March 1, 2002 to incorporate the issuance of badges.

III. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections

IV. DEFINITIONS:

None.

V. PROCEDURES:

In the interest of presenting a professional image to the public and serving as a positive role model for offenders, all employees will observe good habits of grooming and personal hygiene. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of employees in their work areas. Facility/program Administrators may establish additional standards or uniforms as needed for the unique health, safety, modeling, and public image requirements of the work area.

Policy No.: DOC 1.3.41	Chapter 1: Administration and Management	Page 2 of 3
Subject: EMPLOYEE DRESS, UNIFORM AND HYGIENE		

A. Clothing, Uniforms and Badges

1. Uniforms and clothing must be clean, in good repair, fit well, and appropriate for the work area assigned. Facilities/programs will establish guidelines on the use and care of State-issued uniforms when applicable. When an employee resigns, is terminated, or retires, their supervisor will procure all state-issued uniforms and accessories, as well as state-issued identification cards.
2. Questions that arise about what constitutes appropriate attire or hygiene may be directed to the immediate supervisor.
3. Secure facilities/programs, including Probation and Parole, and Juvenile Transition Centers will issue badges. A facility/program that issues badges will have local policy and procedures that address the following:
 - a. When and how officers are issued a badge.
 - b. A requirement that the employee must complete a minimum of ten years of service in order to be eligible to be permanently awarded their badge upon termination of employment. Procedures must include the requirement for the employee to submit a written request to be awarded their badge. Exceptions may be allowed at the discretion of the Warden/Superintendent/Administrator.
 - c. Employees who request to be awarded their badges after ten years of service must be in good standing with the facility in order to be granted that request. Facility policy will outline the requirements to determine if the employee is in good standing.
 - d. All Department equipment must be returned to the facility/program upon termination of employment. Eligible employees may have a returned badge awarded at the discretion of the facility/program. The awarded badge must be affixed to a plaque so that it can no longer be used as a functional badge.

Policy No.: DOC 1.3.41	Chapter 1: Administration and Management	Page 3 of 3
Subject: EMPLOYEE DRESS, UNIFORM AND HYGIENE		

- e. If an employee has years of service at different Department facilities that equal ten years or more and those years have been determined to be in good standing, the Warden/Superintendent/Administrator and the employee will determine which badge the employee will receive. In the event of disagreement regarding this matter, the Warden/Superintendent/Administrator will make the final decision.
- f. Each facility will maintain procedures so that all badges are accounted for whether issued to a current employee, awarded to a former employee, or in storage.
- g. Each facility will develop procedures to address the procurement costs for each badge that is awarded to an employee, in accordance with state law.

VI. CLOSING:

Questions concerning this policy should be directed to the immediate supervisor.